

Agricultural Marketing Service
Office of the Deputy Administrator, Marketing Programs
Dairy Division
Grading Branch
Office of the Chief
National Field Office
GS-326-4
Office Automation Clerk

SJ DD4

1. INTRODUCTION

This position is located in the National Field Office of the Grading Branch, Dairy Division. The Branch is responsible for the administration of a nationwide program for the inspection of dairy manufacturing plants, and inspection and grading performed by Federal employees and by licensed State personnel where services are provided under Federal-State cooperative agreement.

The incumbent serves as an Office Automation Clerk responsible for performing a variety of program-related and general clerical support duties for the National Field Office.

II. DUTIES AND RESPONSIBILITIES

Reviews rough drafts of various types of inspection certificates to verify completeness of information such as address of applicant, volume of product, fees, expenses, hourly rates, lot numbers, weights, and other pertinent information to be included on the official certificate. Using a micro-computer software program or an electric typewriter, prepares and types certificates from rough draft (from grader worksheets and associated documents) adding missing information and correcting inconsistencies and errors based on information from the files or contact with the grader/inspector. Assures completeness of certificates, accuracy of certificate format, as well as spelling, punctuation, and grammar. Maintains data base system and assures on-going accuracy of information.

Participates in the billing process by preparing bills for reimbursement of services performed by graders (i.e., grading certificates), verifying data from time and attendance reports travel vouchers, and program documents. Transfers data to fee/charge documents.

Receives telephone requests from plant employees and/or commodity graders for assignment of seed and/or random numbers, which form the basis for the random sampling method for lot inspection. Using a list of computer-generated random numbers, assigns numbers in sequential order for each request and records the date each number was assigned, the grader/plant requesting the number, and the certificate number to which the random/seed number applies.

Receives request for regrades of commodities; maintains key data on written log. Informs scheduling assistant of the regrade requests for assignment to graders. Forwards regrading request packages to field supervisors/assigned graders containing a copy of the original grading certificate for each item on regrade request, as well as a coversheet indicating the regrade request numbers(s), warehouse and location, number of lots, etc. Receives completed regrade information from the graders and prepares the grading certificate; completes a billing statement and forwards to the accounting technician for completion/processing. Maintains files.

Keeps a log of broken seals on dairy production equipment as reported by graders/inspectors.

Receives completed contracts/awards; mails set to contractor; maintains and archives, as appropriate, files on contracts/awards; and, prepares cover sheet to the appropriate grader informing him/her of the requirements of the contract/award.

Performs a variety of general office clerical support functions including: receiving and reviewing time and attendance reports to determine if entries are appropriate; receiving, reviewing, and distributing incoming mail; receiving telephone calls and greeting office visitors and responding to/answering nontechnical questions on own initiative and referring technical matters/inquiries to appropriate staff person.

Maintains files of directives, program issuances, files codes, etc., and assures distribution to appropriate personnel; assists with annual mail and telephone surveys and assists in space surveys for the office; maintains adequate supplies of program and administrative forms and internal office supplies; processes requests for supplies from field graders; and, prepares requisitions for supplies and equipment, as necessary.

Maintains an extensive office filing system for program-related and administrative documents, papers, reports, etc.

Composes routine correspondence including memos to inspectors and replies to inquiries from the general public.

Obtains information on services for the repair and servicing of equipment.

Reviews and types travel vouchers for the graders/inspectors.

Utilizing a micro-computer for word processing, program-specific software and related functions, types correspondence, reports, plant surveys, contracts, grading certificates, and other materials as the workload requires from handwritten documents, papers or drafts. Assures accurate format, grammar, spelling, capitalization, punctuation, etc. May also use an electric typewriter.

Adheres to Equal Employment and Civil Rights policies, goals and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.

III. FACTORS

1. Knowledge Required by the Position Level 1-2 200 points

General knowledge of the dairy grading program and how it relates to the preparation of grading certificates, assignment of seed and random numbers, and the billing function/fee structure for the various grading services provided.

Knowledge of procedures and forms used in preparing grading certificates, fee documents, and related forms.

Knowledge of the clerical/administrative procedures of the National Field Office and the Dairy Division in order to properly review graders', memoranda, verify rates on travel vouchers and fee/charge documents, and process requests for regrading from the CCC.

Knowledge of the office filing system to maintain certificates, plant surveys, and other pertinent records.

Knowledge of grammar, punctuation, spelling, and formats required in preparing and typing grading certificates, plant surveys reports, and correspondence.

Skill in utilizing a micro-computer for word processing and related functions, and an electric typewriter. A qualified typist is required.

2. <u>Supervisory Controls</u>	Level 2-2	125 points
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The incumbent is under the technical and administrative supervision of the Administrative officer and/or his/her designee. Day-to-day work is performed independently with little or no review and instructions are provided only when unusual problems arise. Work is spot-checked by the supervisor to assure compliance with procedures and for appearance, completeness, and accuracy.

3. Guidelines Level 3-2 225 points

Guidelines include Agency and Branch procedures, directives, and internal guidelines for completion of program-related work assignments, as well as correspondence and related handbooks for typing and document preparation. The incumbent uses judgment in selecting and applying the appropriate guides. Deviations from the standard practice are discussed with/approved by the supervisor.

4. Complexity Level 4-2 75 points

The incumbent performs routine clerical and general office support functions related to the inspection work and administrative activities of the office. Preparing certificates requires knowledge of complicated and extensive formats and must be accurate and error free, since they document the official grading determinations. The work also consists of a variety of program-related duties in assignment seed/random numbers, maintaining and processing regarding requests, and typing /word processing work

5. Scope and Effect Level 5-1 25 points

The purpose of the work is to provide a variety of administrative and clerical support work to the National Field Office. The work contributes to the effective/efficient operation of the National Field office.

6.. Personal Contacts Level 2

Personal contacts are with other employees in the National Field Office, with field personnel, plant employees, state Agency personnel, and NFC.

7. Purpose of Contacts Level A 45 points

Contacts are for the purpose of receiving work assignments, responding to routine inquiries, obtaining or exchanging information regarding the work, and clarifying grading, travel and other related documents.

8. Physical Demands Level 8-1

Work is primarily sedentary, but includes some walking, bending, and carrying of light items such as books and files..

9. Work Environment Level 9-1 5 points

Work is performed in an office setting.

Total points: 605